

Minutes approved Sept. 20, 2013

**Town Meeting Coordinating Committee
Minutes for Wednesday, August 21, 2013
3:00 – 5:00 pm
Town Hall, First Floor Meeting Room**

Present: Peggy Roberts, Mary Streeter, Alan Powell, Nonny Burack, Melissa Perot, Patricia Holland
Absent: TracyLee Boutilier, Aaron Hayden

Peggy called the meeting to order at 3:09 PM.

1. **Followup on North Amherst Precinct Meeting Charge:** Nonny determined that the Town had not paid the bill of \$200 from Korean Zion Church in North Amherst for a precinct meeting that took place at the Parish Hall in October 2012. After discussion, Nonny and Pat agreed to draft a letter to the church pastor for Peggy to send saying payment had never been charged before and was not mentioned when the room was reserved. Also not mentioned was that another organization would be using the main room, and the precinct meeting had to take place in the cramped kitchen.
2. **TMCC 2012 Annual Report:** Nonny commented on Peggy's draft that the passive tense should be active. Pat agreed to send Peggy a corrected version.
3. **Zoning Primer:** Alan delivered copies of the latest version of the Zoning Primer to Christine Brestrup in the Planning Department so Planning Board members could review them. We discussed the problem of paying for them, and Chris said she would raise the matter with Mr. Tucker.
4. **Zoning Forum:** Mary asked Christine if the Planning Board would hold a public forum on zoning this fall. Pat asked if Christine would present it, and Chris agreed to do so. Melissa noted we must actively publicize this event to get TM members to come.
5. **Guidelines for Presentations and Speaking at Town Meeting:** Mary handed out the latest draft of the guidelines. A correction was noted. She will send the guidelines to the Moderator, Select Board office, IT director, and Town Clerk.
6. **Post-Town Meeting Suggestions and Concerns:** We carefully reviewed the list of suggestions from the Select Board and the Moderator and Peggy will send our comments in reply.
7. **Room Reservations for Warrant Reviews:** The Town Room has been reserved for October 15, 2013, and April 8, 2014. For the bus tour, Pat will reserve a school bus with a sound system for Sunday, October 20, 2013, at 1:45 pm.
8. **O'Connor Request:** Vince O'Connor would like to bring to the Town Manager's attention two concerns about the proposal for student apartments on Olympia Drive: that the purchase of the land and the plan were done without public awareness, and that no parking is provided other than use of UMass lots nearby. The committee discussed the matter but did not come to a conclusion.
9. **Listserv issues:** No time to discuss.
10. **Documents for Website:** No time to discuss.

11. **Minutes of the meetings of June 19, August 7 and a Carol Gray edit for June 6:** No time to discuss.
12. **Topics the Chair Did Not Reasonably Anticipate 48 Hours Before the Meeting:** None.
13. **Scheduling of Meetings:** The next meeting will be Thursday, August 29, 3-5 pm.

The meeting was adjourned at 5:20 PM.

Submitted by Patricia Holland, Clerk

Documents Distributed:

Agenda

Draft of TMCC 2012 Annual Report

Draft of Guidelines for Visual Presentations at Town Meeting

Email correspondence from Stephanie O’Keeffe, Jim Pistrang, and Peggy Roberts on suggestions to improve town meeting

List from Town website of TMCC agendas and minutes marked up to show those not yet posted

Minutes of June 6 and August 7, 2013